

A G E N D A



Thursday, May 3, 2007

Aviation
RECOMMENDATION FOR COUNCIL ACTION

Item No. 5

Subject: Authorize execution of a contract with FRANKLINCOVEY, 2200 West Parkway Boulevard, Salt Lake City, UT; for xQ assessment and 4 Disciplines of Execution and Certification Process in an amount not to exceed \$139,896.

Amount and Source of Funding: Funding is available in the Fiscal Year 2006-2007 Operating Budget of the Aviation Department.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Liz Haran, HR Manager, (512) 530-6390 or Jim Smith, Executive Director, (512) 530-7518.

Purchasing Language: Sole Source.

Boards and Commission Action: Recommended by the Austin Airport Advisory Commission.

This contract provides the Department of Aviation with specialized assessment tools, consulting, and training to the management team and employees on the FranklinCovey xQ service and 4 Disciplines of Execution.

Phase I: xQ Survey & Diagnosis

Consultant Daily Rate:	\$5,000 per day for 1 day	\$5,000
xQ Survey:	288 Participants @ \$17 per survey	\$4,896
Phase I Total:	\$9,896	

Phase II: Executive Leadership Work Session

Consultant Daily Rate:	\$5,000 per day for 1 day	\$5,000
Participant Materials:	20 Participants @ \$200/participant	\$4,000
Phase II Total:	\$9,000	

Phase III: Mid-Manager Work Session

Consultant Daily Rate for Co-facilitation:	\$5,000 per day for 3 days	\$15,000
Participant Materials:	32 Participants @ \$200/participant	\$6,400
Phase III Total:	\$21,400	

Phase IV: Team Work Sessions

Facilitator Certification:	Facilitary 2 participants at \$1,500 per participant	\$3,000
Front-line Work Sessions:		\$10,000
Consultant Daily Rate:	\$5,000 per day for 2 days	
Participant Materials:	280 Participants @ \$95/participant	\$26,600
Phase IV Total:	\$39,600	

Phase V: Implementation Coaching

Coaching Days: Not to exceed 12 days @ \$5,000 per day

Phase V Total: \$60,000

Process Agreement Total \$139,896

The 4 Disciplines of Execution is a process and training program that focuses on individual, team, and organizational execution issues, such as organizational direction, team measures, and individual goals.

The 30 survey question assessment is an effective tool that gathers how well organizational goals are understood and carried out. Results of the xQ survey are reported to the management team, and areas of concern are identified. Managers and supervisors are given coaching and training tools based on their survey results to create action plans for areas of improvement in executing current goals as well as future goals.

The 4 Disciplines of Execution Managers Certification program will enable managers to improve consistency in execution by giving their team members a process to continually align their efforts with the most critical objectives of the department. Managers and supervisors will be accountable for meeting the 4 Disciplines of Execution manager's certification criteria, and their performance will be measured on how effectively they lead the execution process.

To ensure that the entire organization benefits from this process and clearly understands the methodology of the 4 Disciplines of Execution, ongoing coaching, mentoring, and training will be provided by two Aviation employees who will be certified in the xQ process. Having two employees certified in the 4 Disciplines of Execution will be a cost benefit to the organization and ensure that supervisors and managers receive the support, coaching and mentoring needed to effectively execute the 4 Disciplines on a daily basis.